United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program

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TITLE: Chain-of-Custody Procedures		
Revision: 4	Replaces: 7/15/94	Effective: 07/01/00

1. **Purpose:**

   To provide standard procedures for detailing chain-of-custody for USDA/AMS Pesticide Data Program (PDP) samples.

2. **Scope:**

   This standard operating procedure (SOP) shall be followed by all laboratories conducting residue studies for PDP, including support laboratories conducting stability or other types of studies that may impact the program.

3. **Outline of Procedures:**

   5.1   Chain-of-custody definition
   5.2   Sample identification
   5.3   Sample receipt
   5.4   Sample storage
   5.5   Sample tracking

4. **References:**

   ?   USDA/AMS PDP Quality Assurance Meeting, April 4-5, 2000
   ?   USDA/AMS PDP Quality Assurance Meeting, May 18-20, 1999
   ?   40 CFR 160.81, Standard operating procedures
   ?   USDA/AMS SOP PDP-LABOP-01 Sample Receipt, Storage, Archiving, and Disposal
   ?   USEPA Contract Laboratory Program Statement of Work for Organics Analysis, Multi-Media Multi-Concentration Version OLM02.1

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5.   **Specific Procedures to be Followed:**

This standard operating procedure (SOP) represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

5.1   Chain-of-custody definition

Chain-of-custody is documentation (e.g., worksheets or logbooks) which record sample movement from selection of the sample, to receipt at the laboratory, to final disposal of the frozen homogenate and extract(s). This documentation shall allow traceability of movement of each sample through the laboratory.

5.2   Sample identification

Each laboratory shall document in an internal SOP the procedures for assigning unique laboratory sample identification numbers. Sample movement through the laboratory shall be traceable. Refer to USDA/AMS SOP PDP-LABOP-01.

5.3   Sample receipt

Refer to USDA/AMS SOP PDP-LABOP-01.

5.4   Sample storage

Each laboratory shall document in an internal SOP the procedures for sample security and storage. The samples shall be stored under the conditions specified in USDA/AMS SOP PDP-LABOP-01. The internal SOP shall describe the locations, and identities of all storage areas for PDP samples.

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5.5   Sample tracking

Each laboratory shall document in an internal SOP(s) procedures to ensure the following:

a.   All activities performed on PDP samples are recorded;

b.   Titles/Headings which identify the activities recorded are printed on each page of all laboratory documents, (e.g. Extraction Worksheet);

c.   The laboratory name or designation is included on all laboratory documents that are submitted to USDA Manassas;

d.   Laboratory document entries are signed or initialed, and dated;

e.   Entries on all laboratory documents are recorded in permanent ink;

f.   All errors shall be corrected using a single-line cross-out (no white-out), the reason for the correction shall be indicated (error codes may be used) and the correction shall be dated and initialed.

g.   Laboratory Information Forms shall not be submitted for samples that were not analyzed;

h.   The retention and disposal of PDP samples, frozen homogenates, and sample extracts is documented.

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Revision 4	April 4-5, 2000	QA Meeting

? Modified format to conform to other SOPs
? Updated section 4, References
? Removed subsections 5.5.c, 5.5.h, and 5.5.i
? Reworded 5.5.k to read "The retention and disposal of PDP…"